

Idaho AEFLA 2011

Professional Development: Required Trainings

The following information should be used when planning your professional development activities for the year. Additional information can be found on our website at www.pte.idaho.gov under *Adult Basic Education, Providers*, then *Professional Development*.

New Teacher Orientation

Who: New ABE/ESL personnel

What: Face-to-face training including an overview of the following topics: NRS, database, assessment & goal setting, TABE, CASAS, forms, DL, GED, HSE, instruction, ABE flow chart, ESL/ABE/ASE, acronyms, etc. **3 hours**

Where: Provided in region by assigned regional staff/faculty using New Teacher Training Booklet available on State ABE site.

NRS Training

Who: All ABE/ESL personnel

What: **New personnel-** Packet

Questions in packet to be answered and then discussed with assigned regional NRS lead. Packet with answers kept in individual personnel PD files in region. **2 hours**

2nd year of experience- NRS Online

State approved segments. Certificates kept in regional files. **8 hours**

3rd year & more of experience- NRS updates online

Answers reviewed in region & discussed. Answers kept in region. **3 hours**

Where: In-region

IMAS Training

Who: All ABE/ESL personnel

What: **New personnel-** packet & skill checklist

Monitoring of proficiency of key skills done by region with documentation of key skills checklist in files. **2-4 hours**

Experienced personnel- monitoring tool

Regions monitor individual staff and faculty for quality data entries. State monitors regions for quality data (see Idaho Assessment Policy). **1 hour**

Where: In-region

Assessment & Goal Setting Policy

Who: All ABE/ESL personnel

What: New personnel- DVD & packet

Regional monitoring of completion including discussion of agenda topics with each new participant. **3 hours**

Experienced personnel-

Regionally prepared and presented from updates sent by State ABE Office. **2 hours**

Where: In-region

TABE Training

Who: All ABE personnel who administer the TABE

What: New TABE administrators- face-to-face

Training by a state approved TABE trainer (see 2011 Idaho Assessment Policy: Pre-service TABE Test Administrators Training (New Staff) **8 hours**

Experienced TABE administrators- face-to-face

Training by a state approved TABE trainer. See 2011 Idaho Assessment Policy: In-service TABE Administrators Training (Previously trained test administrators) **4 hours**

Regional TABE Administrator Trainer- face-to-face & mentored

6 hour face-to-face training offered as needed each year. An additional 14 hours of mentored practice. (see 2011 Idaho Assessment Policy: TABE Administrator and Scorer Certification Training) **20 hours**

Where: New and experienced TABE administrators- In-region

Regional TABE Administrator Trainer- state chosen site

When: Regional TABE Administrator Trainer: as needed

New TABE administrators- prior to administering the TABE

Experienced TABE administrators- July 1, 2010- June 30, 2011

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CASAS Training

Who: All ESL personnel who administer the CASAS

What: New CASAS administrators- face-to-face

Training by a state approved CASAS trainer [see 2011 Idaho Assessment Policy: Pre-service CASAS Test Administrators Training (New Staff)] **8 hours**

Experienced CASAS administrators- face-to-face

Training by a state approved CASAS trainer [see 2011 Idaho Assessment Policy: In-service CASAS Administrators Training (Previously trained test administrators)] **4 hours**

Regional CASAS Administrator Trainer- face-to-face & mentored

6 hour face-to-face training offered as needed each year. An additional 14 hours of mentored practice. (see 2011 Idaho Assessment Policy: CASAS Administrator and Scorer Certification Training) **20 hours**

Where: New and experienced CASAS administrators- In-region

Regional CASAS Administrator Trainer- state chosen site

When: Regional CASAS Administrator Trainer: as needed

New CASAS administrators- prior to administering the CASAS

Experienced CASAS administrators- July 1, 2010- June 30, 2011

Distance Learning Training

Who: All distance learning instructors

What: New instructors-

Policy- face-to-face by region **2 hours**

Instruction- Packets **3 hours**

Agenda for policy training located on State ABE site. Questions in packets to be answered and then discussed with assigned regional DL lead. Packets with answers kept in individual personnel files in region.

Experienced DL instructors- Regional prepared from updates provided by State ABE Office **1 hour**

Where: In-region

When: Packets & updates July 1, 2010- June 30, 2011

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Professional Development Specialists

Who: Regional PD specialists

What: Training for all PD Specialists is required so they will be fully prepared to conduct the training listed below.

Where:Boise

When: Summer 2011

In FY 2011, Professional Development Specialists will also be responsible for providing the training for the following:

- Part 1 of the Distance Education training module.
- New Teacher training
- Data collection and reporting on regional training to include evaluation summaries.
- Data collection in the one assigned PD area assigned to their region, and both reporting that data to the state, as well as retaining the documentation of these records/ evaluations for at least three years.
- In some cases the PD Specialist may also be the TABE and/or CASAS regional trainer. Programs should budget for these trainings in addition to the above duties since this is not the case in every region.
- Any other regional training assigned to the PD Specialist